

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, May 19, 2016

Library Trustees Room  
281 County Road, Barrington RI 02806

**Members Present:**

Kate Johnson  
Cindy Kaplan  
Laura Laurence  
Dan O'Mahony  
Dean Robinson  
Vince Wicker

**Absent:**

Laura Young

**Presiding:** Vince Wicker

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:04 p.m.

Minutes from the April 21, 2016, meeting were approved (motion by Johnson; second by Robinson).

**Financial Reports:**

Accepted. The library plans to upgrade the network wiring on the first floor and basement of the library (for a cost of approximately \$11,000); the second floor will be covered during the renovation project.

**Statistical Reports:**

Accepted. There was a question regarding what the library does with the books withdrawn from the collection. Some books are identified as candidates for book sales; some books ultimately are recycled.

**Director's Report:**

Last year, to show appreciation for the library's many volunteers, the Friends of the Library purchased Barrington Books gift certificates for each volunteer in lieu of the annual breakfast event. (Declining attendance the last few years prompted trying a different approach.) This year is the Trustees' turn to cover the appreciation acknowledgment (i.e., pay for the gift certificates). MOTION (by Johnson; second by Laurence) to secure \$15 gift certificates for all library volunteers (unanimously approved, with much appreciation for all the work the volunteers do). There was general discussion about volunteer opportunities in the library; Director tries to encourage students to do their senior projects in/at the library.

**New business:**

None.

**Old business:**

Budget update – It is anticipated that the bottom line of library's budget for next fiscal year will not change much. The town's overall budget will be approved at the Barrington Financial Town meeting on Wednesday, May 25.

**Agenda for June 16, 2016, meeting:**

Old business

None

New business

None

Meeting adjourned at 7:20 p.m.

Respectfully submitted,  
Dan O'Mahony, Secretary  
Barrington Public Library Board of Trustees

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**Corporation**  
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Vince Wicker

**Absent:**

Laura Young

**Presiding:** Vince Wicker

**Also Present:**

Debbie Barchi, Director

Meeting was brought to order at 7:21 p.m.

Minutes from the April 21, 2016, meeting were approved (motion by Johnson, second by Robinson).

**Financial Reports:**

Treasurer submitted the monthly report, including balances in bank accounts and restricted funds. The Corporation's 2015 tax return was filed by our bookkeeper, Janet Boyes.

The fundraising web site has a PayPal option for accepting donations; money automatically appears in the bank account; we are trying to find a way to efficiently identify and report new donations.

**Old business:**

- a) Progress on building project – Director reported on her meeting with the project manager and the town solicitor regarding the process for issuing an RFP for the project work. Director also met with OLIS staff regarding their requirements and the corresponding paperwork. OLIS will review all paperwork once submitted; OLIS also wants to review plans with respect to ADA compliance and the Corporation's budget/credit line for the project. Once OLIS signs the agreement, we can go out to bid. The bid process will require a mandatory walk-thru by all applicants with the architect and the project manager. The library will accept the lowest qualified bid; the accepted bid must be approved by the Barrington Town Council. Library staff have begun to move the children's department (shelving units, books, etc.) to its temporary location in the program space behind the auditorium. The library has stopped booking programs in the auditorium for any time after June 1. Staff are looking at alternative locations for meetings and events (e.g., Senior Center). The summer reading program will take place in the auditorium. MOTION (by O'Mahony; second by Robinson) to empower the Director to accept the lowest qualified bid in

response to the RFP for the renovation project (unanimously approved). Director reported that she submitted an application to the Champlin Foundation for an additional grant of \$200,000.

- b) Update from Committee on the Library – Letters were sent to 4,500 Barrington residents (i.e., households that had not already donated or pledged to the building renovation campaign); \$7,995 received to date (from a total of 45 people). Mailing expenses were \$3,500; net gain was \$4,495. Other possible mail solicitations include: (a) Friends of the Library members who are not registered library card holders; (b) selected residents of Warren; (c) business mailing. It will be important to capture individual's donation information for planning and tracking future fundraising efforts. There was discussion about the feasibility of possible fee-based opportunities (e.g., podcasts of virtual events or book discussions).  
The Board discussed the possibility of using some portion of the Westfall endowment (current balance is \$227,000) to name the children's program room; we will consider this as a possible option if needed.

**New business:**

None.

**Agenda for June 16, 2016, meeting:**

Old business:

- a) Update on building project
- b) Update on fundraising

New business:

None

Meeting adjourned at 8:11 p.m.

Respectfully submitted,  
Dan O'Mahony, Secretary  
Barrington Public Library Corporation